STARS MANUAL	1
BUDGETING – AGENCY MANAGEMENT CONTROLS (ALLOCAT	TIONS)
	1
INTRODUCTION	1
FUND DETAIL	1
BUDGET UNITS	2
PCA/INDEX	2
BUDGET UNIT TABLE EXAMPLE	
PCA (PROGRAM COST ACCOUNT) TABLE EXAMPLE	
INDEX CODE TABLE EXAMPLE	4
ALLOCATION TYPES AND TRANSACTION CODES	4
RELATIONSHIP TO OTHER TABLES	MANAGEMENT CONTROLS (ALLOCATIONS) 1 1 2 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 4 5 </td
TRANSACTION CODES AND ALLOCATION TYPES	6
ALLOCATION ADJUSTMENT TRANSACTION CODES	7
APPROPRIATION TYPES / TRANSACTION CODES VS. ALLOCATION TYPES / TRANSACTION CODES	
ONLINE ALLOCATION FILE INQUIRY	9

STARS MANUAL

BUDGETING – AGENCY MANAGEMENT CONTROLS (ALLOCATIONS)

INTRODUCTION

Allocations allow your management to control the appropriation amount down to a detail level below the required amount in the appropriation bill. When you want to put fatal controls on spending by specific areas or programs within your agency, you can use allocations.

Allocations are also another way of collecting information for reporting or viewing online. Since allocation controls affect *all funds* within a budget unit, you may want to use grant controls instead of allocations. You can find allocation controls on the following tables:

ELEMENT	DESCRIPTION
FUND DETAIL	The fund detail setup determines whether your agency will control and post allocations at the <u>Fund or Fund Detail</u> level. If you do not use fund details, this will default to the Fund level.
BUDGET UNITS	The budget unit setup determines whether allocation controls <u>are fatal</u> , whether you will control down allocations to the <u>project/phase level</u> , and to which <u>expenditure object level</u> the allocations are controlled and posted. Allocation controls are the same for all funds in the budget unit.
PCA/INDEX	The Index and PCA setups determine to which level in the Organization or Program structure the allocation post to the Allocation File when the PCA or Index is used. This level <u>must</u> be no higher than the Organization or Program structure level used on the budget unit.

FUND DETAIL

The fund detail setup determines whether the agency will control and post allocations at the Fund or Fund Detail level. You must control and post all allocations for a fund detail at the same level on the allocation file regardless of which Budget Unit you use. If you do not use fund details, this will default to the Fund level. For setting up fund detail, <u>click here for details about using budget</u> tables and forms.

BUDGET UNITS

The budget unit setup determines whether allocation controls are fatal, whether you will be controlling allocations down to the project/phase level, and to which expenditure object level you will control and post the allocations. For ease in requesting allocation reports, you may want to consider using the same controls for all budget units. However, depending on the nature of the budget unit ("program") different levels may be desirable. For setting up budget units, <u>click here</u> for details about using budget tables and forms.

Remember: The controls you set on the individual budget units will affect all funds within the budget unit.

PCA/INDEX

The PCA and Index setup determines the structure level (Organization and Program level) to which the Allocations post to the Allocation File. The PCA Allocation Program Level and the Index Allocation Organization Level Indicators *must* be at least to the level of the structure on the Budget Unit table.

CAUTION:

If you set the Budget Unit to a fatal control, the fatal control will be at this level. In addition, allocations must be entered at this level. If you set the Budget Unit to a warning, you could get numerous warning messages on the daily error reports.

The following examples describe the Budget Unit Table (20) for budget unit CCAC and how it relates to the PCA Table (26) and the Index Table (24).

WARNING:

If you post transactions and later find out the controls on the PCA or Index are incorrect, you will have to reverse all of the transactions, change the incorrect control indicator, and then re-post all of the transaction information. If you need make a change, we recommend making the change on the Budget Unit beginning the next fiscal year.

DOCUMENT FILE WARNING: If you change the ALLOC-PRG-LEVEL on the PCA Table or the ALLOC ORG LVL IND on the Index Table during the year, you may not be able to post to documents you have previously posted to the Document File.

BUDGET UNIT TABLE EXAMPLE

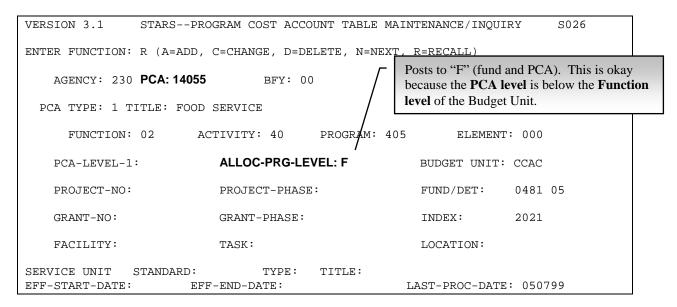
You can find the Budget Unit Table in the STARS menu under **T** for Table Maintenance and **20** for Budget Unit.

- The Allocation Program Level on the <u>PCA</u> must be at least to the **Function level**.
- The Allocation Organization Level on the <u>Index</u> must be at least to the **Bureau level**.

```
Budget Unit Table (20)
VERSION 3.1
                    STARS--BUDGET UNIT TABLE MAINTENANCE/INQUIRY
                                                                           S020
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
BUDGET UNIT: CCAC
                          BFY: 00
                                        APPN CATEGORY: R
TITLE: ISCI - BOISE
APPN-EFF-DATE-START:
                             APPN-EFF-DATE-END:
                                                        ENACTMENT YEAR: 2000
    STATE GOAL: 20 STATE OBJECTIVE: 24
                                            ORG REPORT CATEGORY:
    FUNCTION: 02
                       ACTIVITY:
                                             PROGRAM:
                                                           ELEMENT:
      AGENCY: 230
                      DIVISION: 20 BUREAU: 21
                                                SECTION:
                                                               UNIT:
EXP-SUBOBJECT:
                    EXP-DETAIL:
                                   REVERSION IND: 1 CITATION: HB 346
 FUND/DETAIL : 0001
                        2) 0348
                                   3) 0349
                                              4) 0481 05 5)
 APPN-CTL-TYPE: 1 APPN-ORG-LEVEL: 3 APPN-PRG-LEVEL: 1 APPN-PROJ-LVL: 0
ALLOC-CTL-TYPE: 0 ALLOC-PROJ-LVL: 0 APPN-OBJ-LEVEL: 1 ALLOC-OBJ-LVL: 2
```

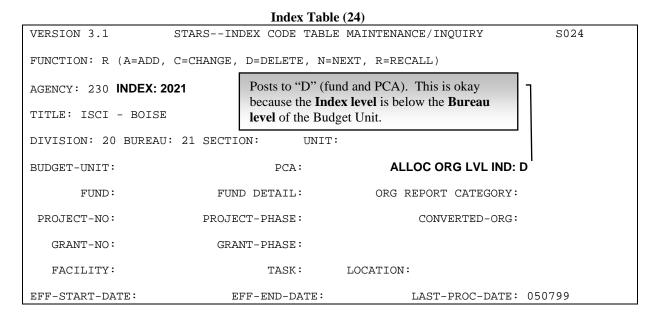
PCA (PROGRAM COST ACCOUNT) TABLE EXAMPLE

The PCA Table is found in the STARS menu under **T** for Table Maintenance and **26** for Program Cost Account.



INDEX CODE TABLE EXAMPLE

You can find the Index Code Table in the STARS menu under **T** for Table Maintenance and **24** for Index Code.



ALLOCATION TYPES AND TRANSACTION CODES

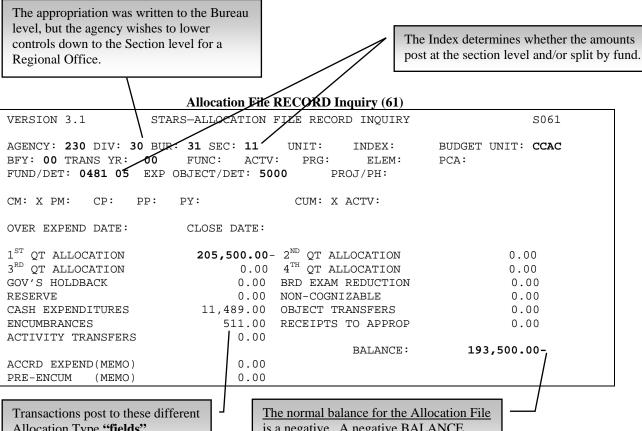
RELATIONSHIP TO OTHER TABLES

Once you establish the budget units, funds, PCAs, and Indexes, you can set up allocation amounts on STARS.

Using the Budget Unit, PCA, and Index table information, STARS posts transaction amounts to the allocation type fields. Each of the fields is assigned a number such as "01", "02", etc. and may not be in any certain order. These transactions post to the fields as a "+" or "-" to the Allocation File based on the Transaction Code corresponding to each Allocation type.

ALLOCATION FILE EXAMPLE

You can find the Allocation File in the STARS menu under **I** for Online File Inquiry and under column Record Inquiries **61** for Allocation File (AL).



Allocation Type "fields" depending on the <u>transaction code</u> used.

The normal balance for the Allocation Files is a negative. A negative BALANCE amount means you have that much allocation left to spend.

TRANSACTION CODES AND ALLOCATION TYPES

In order to start entering allocations, you must know which type of allocation you wish to enter. There are seven types of allocations with their corresponding transaction codes. You can see these as allocation type fields on the Allocation File. Additional transaction codes are also shown if you wish to enter allocations and financial plans with the same entry.

The following is a list with a brief description of the transaction codes you can use for allocations.

Transaction Code	Appropriation Type (Transaction Code Description)	
061	1 st Quarter Allocation (see 085 below)	
062	2 nd Quarter Allocation	
063	3 rd Quarter Allocation	
064	4 th Quarter Allocation	
065	Non-Cognizable (see 083 below)	
068	Object Transfer (see 082 below)	
069	Activity Transfer (see 081 below)	
081	081 Activity Transfer & Financial Plans	
082	Object Transfer & Financial Plans	
083	Non-Cognizable & Financial Plans	
085	Annual (1st Quarter) Allocation & Financial Plans	

NOTES:	019 - Gov's Holdback is already entered with the appropriation TC.
	022 - Brd of Examiners Reduction is already entered with the appropriation TC.
	080 - Since the 2 nd , 3 rd , and 4 th allocations and the Gov's Holdback and Brd of Examiners Reductions do not have a TC to post to the financial plans. You will have to use the 080 which posts only to financial plans.

ALLOCATION ADJUSTMENT TRANSACTION CODES

There are no special transaction codes to use for adjusting allocations. Use the "R" reversal indicator on the above allocation transaction codes.

APPROPRIATION TYPES / TRANSACTION CODES VS. ALLOCATION TYPES / TRANSACTION CODES

When using allocations, you should post the following appropriation types at least to the 1^{st} Quarter Allocation field. If you want to portion out the amount of allocation during the year, the 2^{nd} , 3^{rd} , and 4^{th} Quarter Allocation fields are available.

The total of all quarters should match the total of the appropriation types listed below. (EX: If an original appropriation is for \$200,000, each of the quarters may be for \$50,000 each. If you have fatal allocation controls, in the 1^{st} quarter, you could only spend up to \$50,000; however, if only \$40,000 is spent, you can spend \$60,000 (\$50,000 + \$10,000) in the 2^{nd} quarter.)

If management does not wish to allocate the full appropriation amount, it is recommended that an allocation posting be done to show the excess so the totals can easily be kept in balance with the appropriation and financial plan balances.

The following lists the types of appropriation and the field you should post the corresponding allocation. If you need information on the appropriation types, see the Appropriation section:

APPROPRIATION TYPE (TC)	ALLOCATION TYPE (TC) – The amounts in the appropriation type can be divided out to these allocation types
Original (010)	1 st Quarter Allocation (061)
Supplemental (015) PY Reappropriation.(012) Reversion (021) Receipt to Appn (027)	(use TC 085 to post to both allocations and financial plans) 2 nd Quarter Allocation (opt) (062) 3 rd Quarter Allocation (opt) (063) 4 th Quarter Allocation (opt) (064) Since 2 nd , 3 rd , and 4 th Quarter Allocations do not have transaction codes that post to both allocations and financial plans, you must post an additional TC 080 to post financial plans for those quarters.

APPROPRIATION TYPE (TC)	ALLOCATION TYPE (TC) – The amounts in the appropriation type can be divided out to these allocation types
Gov's Holdback (019)	Gov's Holdback.(019 automatically posts to allocations so you
	Will not need to enter an additional allocation TC)
	(Since Gov's Holdbacks do not have a transaction code that posts to both allocations and financial plans, you must enter an additional TC 080 to post financial plans.)
Brd of Examiners Reduction (022)	Brd of Examiners Reduction (022 automatically posts to allocations so you do not need to enter an additional allocation TC)
	(Since Brd of Examiners Reductions do not have a transaction code that automatically posts to both allocations and financial plans, you must enter an additional TC 080 to post financial plans.)
Non-Cognizable (025)	Non-Cognizable (065)
	(use TC 083 to post to both allocations and financial plans)
Object Transfers (030)	Object Transfers (068)
	(use TC 082 to post to both allocations and financial plans)
Activity Transfers (031)	Activity Transfers (069)
	(use TC 081 to post to both allocations and financial plans)
Reserve	Not currently in use.

ONLINE ALLOCATION FILE INQUIRY

The Allocation File Record Inquiry is the only inquiry screen for allocations. Allocations post to this file in the same manner as the Appropriation File with the exception of the Quarter Allocations. Refer to the table on the previous page to determine what *types* of amounts you should enter in the fields below.

You can find the Allocation File in the STARS menu under **I** for Online File Inquiry and under column Record Inquiries **61** for Allocation File (AL). There are no allocation files under financial inquiries.

